

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

USE FY-87 objectives

FROM:

EXTENSION

NO.

DATE

15 Oct 86

Edie

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Paul

2.

Bill

3.

Clayton

4.

Bob

5.

6.

Mike

7.

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15.

As Tony mentioned in today's staff meeting, we need to prepare milestone charts for our FY-87 objectives, all of which were approved except the one about overseeing detailed operating procedures for various positions throughout OL.

A revised list is attached, and I've added comments from the Planning Conference in the margins to give you additional direction.

Please let me have your new milestone charts by 24 Oct, the date they're due from the other staffs and divisions.

Edie

Cy furnished:

Tony

~~return~~ (the return to me - EF)

FORM 1-79 610 USE PREVIOUS EDITIONS

SECRET

~~SECRET~~IMSS objectives - FY 87

B(e) 1. Plan for move of OL ADP equipment to NHB. Evaluate/identify/clarify/plan for ADP issues relating to OL's move to the NHB in Sep 88.

- 25X1 25X1 ° As of Sep 86, about OL personnel will move to the NHB and bring with them approx. pieces of data/word processing equipment (Delta Datas, Wang apparatus, etc.).
- ° At present no known planning has been done for the FY-89 installation/use/requirements for Delta Data terminals, dumb 3270 terminals, smart 3270 terminals, graphics devices, Wang equipment, printers, the cost of relocating these devices from their present stations, and the acquisition of special ADP-configured workstations (furniture).
- ° The concern for this problem extends to space requirements for housing and operating this equipment in NHB, plus the current lack of budgetary details that would clearly identify the funding needed to achieve the relocation. Preliminary investigation and advice (from OC) indicates that now is the time to initiate this planning. The attached outline of the problems has already been forwarded to the ILSP manager.

"We don't have a choice on this one" → B(e) 2. Oversee scheduled reduction of OL paper file holdings in preparation for moves to the NHB (joint w/stfs and divs).

C(b) 3. Place an operational LOCS in selected field sites.

- ° Focus attention on evaluating commercially available software that can provide accountable-property and inventory-control capabilities to support OL requirements.
- 25X1 25X1 ° Install PCs in one or more with one or both capabilities.

C(b) 4. Create a computer-based automated electronic sites. FY-86 MBO determined that this is feasible. The technique will permit CRAFT users to generate requests for materiel. The requests will be electronically manipulated through the station's communications gear to HQ via cable traffic. At HQ it will pass through more electronic software to reach the area division and/or SD/SMB for action, in either electronic form (on Delta Data) or in hard copy. Requires development of interfacing software.

C(b) 5. Create formal ADP training program for all OL employees (will require filling vacant training position in DAS).

- ° Acquire qualified instructor and curriculum.
- ° Provide hands-on training for specific OL data/word processing applications

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IMSS FY-87 objectives (cont'd)

- Emphasize computer literacy when recruiting new employees.
- Establish ADP training curriculum for new EODs, OL staff employees, and OL senior management.
 - Include basic instruction on Wang word processing, AIM and other electronic information capabilities.
 - Promote personal use of terminals to acquire/generate info.
- Establish PC (Wang & IBM) support group (to assist OL users with commonly used hardware and commercial software).
- Provide user-friendly "how to" texts that encourage ADP use, teach OL systems to OL users; publicize capabilities/advantages of OL's ADP facilities.

C(c) 6. Have CLAS Beta (test) site facility operational (IOC) by 30 Sep 87 (FOC by Oct 88). This involves using, at a minimum, the Manufacturing (inventory control, requisitioning) and Purchasing software packages. The Beta site will use live data and will run parallel with existing systems until full implementation takes place.

"Expenditure of. Is it possible to combine some of them?" → C(h) 7. Oversee an OL-wide review of the approximately 190 OL forms and their subsequent revision/consolidation/cancellation (joint w/stfs and divs).

C(h) 8. Track the implementation of information-handling recommendations made by the OIS audit team in FY 86/87 (joint w/stfs and divs).

Eliminate/consolidate/revise
C(h) 9. Complete review/revision of all pre-1984 OL regulatory issuances (joint w/stfs and divs). An IMSS FY-86 objective to update a total of 83 LIs and LNs was too ambitious to be completed by the end of FY 86 because of the large number involved and because the updating of several of these issuances should await key events such as organizational changes resulting from the Coopers & Lybrand study. About 50 percent of the total have been updated. The remainders are more difficult and are scheduled for completion by end FY-87.

"Take a 25X7. Look + make a concerted effort to eliminate as many of these special approvals as possible. We'll have a definite impact on CLAS." → C(h) 10. Define, and disseminate information about, channels required for acquisitions/disposal of special-approval items (joint w/SD, PD, & PMS). About 20 categories of property (specific items such as ADP equipment, and printing/reproduction equipment, e.g.) require special approval prior to acquisition, replacement, transfer, or disposal. For each category, a routing sequence for approval will be defined with detailed processing instructions in regs, handbooks, and/or Yellow Pages.

IMSS FY-87 objectives (cont'd)

- C(h) 11. Publicize (in coordination w/OF, OP, OS, etc.) limitations/benefits of the Claims Act to eliminate recurring problems. These problems include the matters of cash advances, storage of POVs, and thefts of cash/jewelry/other personal property from offices. For example, cash advances for travel, training, living allowances, etc., become accountable property and the loss thereof is considered the employee's personal loss. Maximum reimbursement in such losses is \$300, barring negligence. For employee/Gov't protection, amounts over \$300 should be carried in travelers' checks (available on request through Agency Disbursing Offices).
- 25X1 C(h) 12. Create universal Wang glossary for OL users (format documents to conform w/Agency Correspondence Handbook [] and unique OL procedures). Some offices adhere strictly to the HHB; others do not. To help all OL stfs/divs (new clericals in particular) create documents in a uniform manner, a glossary could be written to ensure proper placement of text lines, correct top and bottom margins, and conformance with other format requirements.

Planning Conf comment: "There needs to be a joint IMSS/P&TS objective to develop a program to reflect all of the training that a person has taken." (P&TS did not list LETTS as one of their MBOs. We should coordinate w/them to decide who will have the lead; if it's IMSS we'll need a milestone chart on that one also. Edie)